

MINUTES

Wednesday, September 18, 2013

Community Room
Library Municipal Building
3:30 PM

Present: William Sullivan, Chairman, Patricia Royce, Treasurer and Susan Laware, Secretary

The Meeting was called to order at 3:30 pm by Chair William Sullivan

Pat made the motion to accept the previous minutes of June 12, 2013 with no changes.

We reviewed and reconciled the NH Trust Company Investment Reports of 8/31/13 for accounts 7017 through 7021 and 7281 to the bank statements from Brattleboro, VT.

There was no new correspondence reported.

Old Business

We still have one outstanding student loan of \$260. We have sent multiple letters to Mr. Lockhart with no response and Chief of Police Ed Smith has been in contact with him. We agreed to wait another week for his response to our recent letter citing specific dates of prior letters and the offer of a payroll deduction.

We discussed having the original documents of the school scholarships and the current warrant articles scanned electronically to the Trust Fund Town website. We need to keep track of how these documents were established and voted on and how they will be doled out and recorded. We should be able to provide this information if someone asks. We should not have to search back 5-10 years for an answer. We need to address this issue of getting them updated. The Website has still not been updated due to work hours shortened in the Town Clerk's office because of lack of staff.

Bill suggested that all Trustees of the Trust Fund officers (President, Treasurer and Secretary) have a town email address which would keep us in compliance with the Right to Know Act.

In reviewing the miscellaneous expenses statement for the Trustees of the Trust Fund, Pat noted that there was no expense for mileage reimbursement to date for the committee's trip to Concord for the annual meeting. Pat suggested that Bill submit a request for this reimbursement which is the normal procedure. We will follow up on this at the next meeting. We should not have to attend this meeting next year.

We voted unanimously to accept the yearly budget for next year which is \$2,653

New Business

We voted unanimously for Rhonda at the Trustees of the Trust Fund to check out and make the adjustment/correction of the transfer from Bixby Income to Retained Income if she thinks it will be absorbed from the scholarship fund.

The Cemetery Trustees received two requests for the repair to the Hoyt Mausoleum stained glass window. We will review these at our next meeting on December 11, 2013.

Meeting adjourned at 4:40 pm.

Respectfully submitted

Susan Laware
Secretary

(Note: These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the next meeting of the Trustees of the Trust Fund.)